



Jane Dee Hull  
Governor

**Arizona Department of Transportation**  
206 S. Seventeenth Avenue Phoenix, Arizona 85007.3213

January 11, 2000

Mary E. Peters  
Director

Victor Mendez  
Deputy Director

**INFORMATION BULLETIN NO. 00-01**

To: Pre-Design and Design Consultants  
From: Engineering Consultants Section *[Signature]*  
Subject: Active Project Status Report Training for ADOT Consultants

ADOT is requiring that Design Consultants submit Critical Path Method schedules for all new design and pre-design projects. In order to assist Consultants to meet this requirement, ADOT's Program & Project Management (PPMS) section will be conducting a training session for ADOT Scheduling Guidelines for the Active Project Status Report.

Those who attend this session will leave with knowledge and tools necessary to create ADOT-compliant pre-design and design schedules with activities and milestones. Those who cannot attend either of the two official training sessions (Phoenix or Tucson) will need to contact PPMS.

All consultants must comply with the new guidelines for all new projects. This training covers all guidelines and tools necessary to meet this requirement. There will be sessions in both Phoenix and Tucson – see attached registration form.

Please send representatives that are directly responsible for developing, monitoring and maintaining ADOT project schedules. The training has been updated and those that attended our training in 1998 should also attend. He/she should have a strong background in project scheduling. If you have any question about if you should attend you are to contact Lee Whipple at 602-712-7979. To assure your seat please Fax the attached registration form as soon as possible to: 602-712-3207.

If you have questions about registration, call Roseann Osorio at 602-712-7678. Please notify Roseann if you cannot attend either session.

Training for ADOT Active Project Status Report

Session # 1 Phoenix

Monday, February 14, 2000

1:00-4:00 PM

Auditorium-Room 107, ADOT Administration Building

206 South 17<sup>th</sup> Avenue, Phoenix

Session #2 Tucson

Monday, February 21, 2000

9:00 AM -1:00 PM

Main District Conference Room

1221 South 2<sup>nd</sup> Avenue, Tucson

Presenters:	Lee Whipple	602-712-7979
	Tom Polen	602-712-8721
	Elissa Wise	602-712-6969

## REGISTRATION FORM

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Firm Name: .....

Preferred Session: .....

Representative's Name: .....

Phone: .....

Fax: .....

Email: .....

Address: .....

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Please Fax this Form to: 602-712-3207 or

Email to: [lwhipple@dot.state.az.us](mailto:lwhipple@dot.state.az.us) or [tpolen@dot.state.az.us](mailto:tpolen@dot.state.az.us) or [ewise@dot.state.az.us](mailto:ewise@dot.state.az.us)